



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

DEPUTY ADJUTANT GENERAL

Job Number: 20001942

Job Code: 99470V161016

Job Group: 9900 - UNCLASSIFIED SERVICE

Job Established: 08/16/1992

Job Revised: 10/16/2016

Grade: 21 Salary (MIN - MID):

\$35,219-\$46,659 - Hourly

\$5,723.10-\$7,582.10 - 37.5 Hr. Monthly Salary

\$6,104.64-\$8,087.56 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Responsible for assuring proper organization, training, equipping and manning of army and air units of Kentucky National Guard, subject to administrative approval of the Adjutant General; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Sufficient education which would assure the knowledge, skills and abilities to accomplish the agency's mission.

EXPERIENCE:

Sufficient professional level administrative experience which would assure the knowledge, skills and abilities to accomplish the agency's mission.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be a commissioned officer of the Kentucky Army or Air National Guard with a rank of Major or higher, be at least thirty years of age with at least three years of active service in the armed services including experience in command and/or staff duty in accordance with KRS 36.025(1). <http://www.lrc.state.ky.us/KRS/036-00/025.PDF> Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Coordinates and supervises functioning of activities of office of Adjutant General. Plans, assigns, supervises, reviews and inspects the work of employees in office of Adjutant General. Acts as executive officer of Adjutant General with responsibility for administrative functions of office including personnel matters, purchasing of supplies and equipment, and financial accounting and budgeting. Makes up departmental budget estimates and requests. Advises Adjutant General as to policy. Develops, interprets, applies and enforces policies approved by Adjutant General.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.